

# **PUBLIC WORKS SUPERVISOR (COLLECTION SYSTEMS, STREETS, AND PARKS MAINTENANCE)**

FLSA Status – Exempt

EEO Code – C/Technicians

Class Code – M350

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## **GENERAL DESCRIPTION OF DUTIES**

This position supervises crews in the Public Works Division and performs advanced, journey-level activities involved in maintaining collection systems, streets and parks.

## **SUPERVISION RECEIVED**

This position receives direction from the Public Works Superintendent.

## **SUPERVISION EXERCISED**

This position provides full supervision of crews in the Public Works Division.

## **ESSENTIAL JOB FUNCTIONS**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises (hires, trains, sets performance goals, conducts formal performance evaluations, disciplines) collection systems, streets and park maintenance crews; plans and schedules work projects and assignments.
2. Oversees and monitors the work performed by crews and provides training, technical assistance, troubleshooting, on-site coaching and performance feedback as needed.
3. Maintains computerized records regarding the status of work projects, and prepares reports regarding the status of work activities.
4. Instructs crews regarding the appropriate use of materials, methods, tools and equipment, and ensures compliance with safety rules and practices.
5. Responds to questions and complaints from the public.
6. Prepares contracts and bid documents as needed for collection systems, streets, and park maintenance; and administers contracts according to specifications.
7. Prepares reports, memos, correspondence, and budget information regarding collection systems, streets or park maintenance programs.

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8. Performs preventative inspections and evaluations of sites and equipment to prevent potential problems and ensure the quality of completed projects in collection systems, streets and parks maintenance.
9. Performs work in accordance with all federal, state and City employment and safety laws, rules and standards.
10. Performs a variety of tasks similar to those performed by the crews when workload or staffing levels require this assistance.

## **OTHER JOB FUNCTIONS**

1. Responds to emergencies involving collection systems, streets and park maintenance.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Acts in the capacity of the Public Works Superintendent for limited absences.
4. Assists other sections of the Public Works Division as needed.
5. Serves as City representative to various committees.
5. Performs other duties as assigned.

## **WORK QUALIFICATIONS**

### **Knowledge:**

- Knowledge of the principles and practices of supervision;
- Knowledge of the methods, materials, equipment, procedures and practices used in collection systems, maintaining City streets or parks;
- Knowledge of equipment maintenance and repair for assigned program area; and
- Knowledge of federal, State, city laws, ordinances and regulations related to program area

### **Skills:**

- Skill in supervising staff, coordinating the work of other personnel, and evaluating work outcomes for compliance and effectiveness;

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- Skill in training staff, providing instructions and direction, coaching, and giving both written and oral performance feedback;
- Skill in the safe operation equipment used in assigned program area;
- Skill in communicating effectively with others, both in writing and orally, and including situations involving angry and frustrated citizens; and
- Skill in contract administration.

## **Abilities**

- Ability to follow established procedures in budget preparation;
- Ability to operate a computer with word processing, spreadsheet, and maintenance management software;
- Ability to resolve conflicts with members of the public and ensure effective teamwork among the crew;
- Ability to work in confined spaces; and
- Ability to establish and maintain effective working relationships with others.

## **EXPERIENCE AND TRAINING REQUIREMENTS**

Any combination of experience and training that demonstrates the knowledge, skills and abilities to perform the essential duties and responsibilities of Public Works Supervisor is qualifying. A typical way to qualify would include five years of increasingly responsible experience in a public works program with experience as a supervisor or crew leader, and specialized training in assigned program area is required.

## **SPECIAL REQUIREMENTS**

All Public Works Supervisors are required to have a valid driver's license and Traffic Control Certificate.

The Public Works Supervisor (Streets) is required to have a commercial driver's license (Class B) and a CPR/first aid card.

The Public Works Supervisor (Collection Systems) is required to have a Level III Wastewater System Operator Certification and a commercial driver's license (Class B).

The Public Works Supervisor (Parks Maintenance) is required to have a CPR/first aid card.

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## **PHYSICAL AND MENTAL REQUIREMENTS**

This position is required to use problem solving and decision-making, interpersonal skills, teamwork, creativity, customer service, English, training and limited supervision, limited negotiation, discretion, basic math, and independent judgment. The Public Works Supervisor must be able to push, lift, pull and carry up to 100 pounds, although this is done on an infrequent basis. Standing, walking stooping, communicating, reaching, feeling, repetitive motions, sitting, bending, kneeling and hearing are required. This position may be required to respond to emergency calls after normal work hours and on weekends and holidays. Reasonable accommodation will be made to otherwise qualified individuals with disabilities who have known limitations.

## **WORKING CONDITIONS**

The work takes place in the shop or office, where the noise level is somewhat higher than a typical office environment, and outdoors at project sites. Outside work includes exposure to all weather conditions and typical hazards associated with public works projects. The Public Works Supervisor (Collection Systems) must be able to work in confined spaces and use appropriate safety precautions required for working around hazardous materials.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Date Established: 10/94

Date Revised: 12/99

Date Revised: 05/01